

**Public Participation Committee Meeting Notes**  
**CCMPO Offices, Friday, April 11, 2003 - 2:00PM — 4:00PM**

**Attendees:** Jeff McDonald, Melanie Grubman, Phil Hammerslough, Richard Kemp, Jane Marvin, Diane Meyerhoff, Debbie Safran, Amy Jestes, Christine Forde. Our last meeting is April 25<sup>th</sup>, 2-4PM.

**Diane asked that committee members forward her a short biographical paragraph for the final Public Involvement Plan. This can be emailed, mailed, or done over the phone.**

Diane reported that she would be interviewing CCMPO Board Members for their thoughts about public involvement. She hopes to report her results at the next meeting.

The committee reviewed the proposed schedule for the Public Involvement Plan (see attached). A presentation to the CCMPO Board is scheduled for the evening of May 21<sup>st</sup>, and Jane, Phil, and Melanie expressed interest in helping with the presentation. Details will be discussed at the next meeting. A public meeting, to present the plan, will be held on **June 11<sup>th</sup> from 6-7:30PM at the McClure Multigenerational Center in Burlington**. Committee members were encouraged to attend and participate.

The group briefly discussed the Public Involvement Plan Introduction and Regulations that were sent to committee members earlier. The group discussed the revised glossary. Amy and Christine promised to forward additional revisions to Diane. Diane distributed a draft of the Public Involvement Plan (draft of April 10, 2003) for discussion at the next meeting.

The group discussed the importance of implementing and evaluating the plan once it is completed. The following issues were noted: 1) there needs to be an incentive to implement the plan (important to have early buy in of the public, it is cheaper in the long run, and it reduces the need for costly litigation later); 2) there needs to be a feedback loop to incorporate public involvement techniques that work into future projects; 3) there needs to be funding; 4) there needs to be consistency in how public involvement is approached; and 5) someone needs to be responsible.

The group discussed the possibility of a narrowly-focused Citizen Participation Committee that could review public involvement efforts and provide the feedback loop to staff and consultants. The existing Technical Advisory Committee (TAC) was discussed as a possible part of the citizen s group, since there are a number of non-technical people on the TAC. Other membership was discussed, and the following groups were identified: academics, advocacy groups (Local Motion, VT Bike/Ped. Coalition, Disability community, kids/youth, VT Forum on Sprawl), MPO Board Member, TAC Member, Government (local, state, federal), Downtown Development Group, Business/GBIC/Chamber.

The Citizen Participation Committee would report to the CCMPO Board with the hope that the end result would be legitimacy for public involvement efforts with a focus on how effective efforts have been. The Committee could update and revise the Public Involvement Plan annually. This will be discussed further at the next meeting.

The meeting adjourned at 4:00PM.

Prepared by Diane Meyerhoff, April 14, 2003

**Public Involvement Plan (PIP) — Proposed Schedule**  
**April 14, 2003**

February —April, 2003	Public Participation Committee Meets
May 7, 2003	Draft PIP Available for CCMPO Executive Committee Review, Draft to Page Designs for public information piece production
May 12, 2003	Schedule Public Meeting and Make Plan Available
May 21, 2003	Presentation of Plan to CCMPO Board
June 11, 2003	Hold Public Meeting (McClure MultiGen Center, Burlington), 6-7:30PM, Pizza and Soda
July 16, 2003	Warn Public Hearing and Publish Legal Notice
August 20, 2003	Hold Public Hearing at CCMPO Board Meeting
September 17, 2003	Adopt Plan at CCMPO Board Meeting*

\*Note: The 45 day requirement is in advance of the adoption of the plan — the plan must be available by August 3, 2003.